CMHT 4790.002 Merchandising and Digital Retailing Internship
Resident Syllabus – Spring 2020
For Interns within 90 miles of the UNT-Denton campus

Description: Supervised work experience in businesses, agencies, or institutions as related to major field. Each semester credit hour requires a minimum of 100 hours of work experience. Course requirements include Internet-based assignments, educational activities, and scheduled lecture times on campus. A student may not enroll in more than four additional classes during either long term/semester (fall/spring). During the combined summer sessions, students may not be enrolled in more than 12 total hours including CMHT 4790. All students must have attended a pre-internship orientation the semester prior to or before the semester requesting to enroll in CMHT 4790.

Prerequisite: Vary by major. See instructor if you have questions about pre-requisites.

Objectives:
1. To assess the business practices observed in the merchandising industry.
2. To observe and participate in the application of management principles and concepts.
3. To understand policies and philosophies of different types of employers and specific firms.
4. To develop an awareness of the scope of jobs available within the field of merchandising and to acquire competencies directly related to merchandising jobs.
5. To develop a "professional" approach to the merchandising field.
6. To create a climate conducive to the free exchange of ideas among students, supervising faculty and merchandising management personnel.

Instructor: Ms. Marissa S. Zorola, M.S.
Office: Chilton 355C
Phone: (940) 369-7832 (office) or (940) 565-2436 (main office)
Fax: (940) 565-4348
E-mail: mzorola@unt.edu
Office Hours: Monday, Wednesday 1:00pm-3:00pm; Tuesday, Thursday 9:00am-10:00am; or by appointment

Enrollment Reminder:
It is imperative that students have paid for all enrolled classes. Please check your online schedule daily through January 27th to make sure you have not been dropped for non-payment. Students unknowingly have been dropped from classes for various reasons such as financial aid, schedule change fees, etc. Students cannot be reinstated for any reason after September 9th regardless of the situation. It is the student’s responsibility to ensure all payments have been made.

Attendance:
1. There is one required class meeting on Tuesday, January 14th, from 6-8pm in Sage 354. Resident interns are expected to attend this mandatory meeting, which is for credit.

Supervision:
1. Each student should be evaluated by one supervisor. The name of the supervisor must be given to the instructor by the end of the first week of class. If the direct supervisor changes during the internship, a new registration form must be submitted. It is the student’s responsibility to provide two evaluation instruments to his/her employer and assure they are delivered to the faculty member in a timely manner.
2. Unless the instructor has approved the change, students must not change employment during their internship. In the event a student is approved by the internship instructor to terminate employment, two weeks’ notice must be given to the employer and the instructor notified prior to the two week notice.
**Hours Worked Verification:**

1. Each semester credit hour requires a minimum of 100 hours on the job. This equates to 300 hours (20 hours per week during the fall or spring semester for each of the 15 weeks/ 30 hours per week during the summer for each of the 10 weeks). Students must work a minimum of 300 hours during the required internship period. If a student does not complete or provide official documentation from their employer for all of their 300 hours required, a grade of “F” will be received for the internship course.

2. All 300 hours must be completed with the same employer. All 300 hours must be completed with the employer at their business location. Drive time to and from the internship location, as well as holiday or lunch/break times do not count toward the 300 hour requirement.

3. To officially document paid internship hours worked, students are to submit copies of ALL of their payroll stubs to verify hours worked. Only payroll stubs will be accepted. Clock ins and outs will not be accepted for the purpose of verifying hours, unless prior approval is received.

4. If the internship is unpaid, students are to have their supervisor complete the Unpaid Hours Verification Form. The 300 hour requirement starts counting on the first day of classes for the semester enrolled in internship class for credit. Any exceptions to count hours worked before the first day of classes must be approved by the internship instructor.

5. If a student misrepresents the hours worked and/or does not complete a minimum of 300 hours, they will receive an "F" in the course.

**Additional Internship Grading Procedures:**

1. Students must maintain employment throughout the entire semester with the same employer (15 weeks during the long term/ 10 weeks during the summer term). If the student does not complete the required weeks in a fall, spring, or summer session, their final grade could be dropped by one letter grade. Any change in weeks required must be approved by the internship instructor.

2. The student must receive a satisfactory rating from their supervisor in order to pass the course. Students are expected to receive good evaluations from employers. A good/outstanding evaluation will not make up for other assignments that are not handed in; however, a poor evaluation will lower the student's course grade. If an evaluation rating is unacceptable or if the student is terminated from the job, the course grade will automatically be an "F."

3. Students are not given an "A" in CMHT 4790 just for completing their internship hours. Any student who does not submit a major assignment (Objectives and Personal and Company Assessment) will not receive an "A" in the course.

4. All students enrolled in CMHT 4790 must have a computer e-mail account that is compatible with the UNT computing system and Internet access. Students must access the online Canvas class weekly and are expected to check emails and announcements. Failure to access important messages could result in a loss of class points, meeting deadlines, etc.

**Canvas:**

1. Canvas can be accessed via the following link: [https://unt.instructure.com/login/canvas](https://unt.instructure.com/login/canvas). In order to log in, you must know your EUID and password. If you have technological issues, please contact the help desk at (940) 565-2324, helpdesk@unt.edu, or http://helpdesk.unt.edu. If you have pages missing or items are not retrievable, please contact the instructor.

**Assignment Policies:**

1. All assignments will be submitted online via Canvas. Assignments due online will not be accepted via email. **Students should always take the time to ensure that their assignment uploaded correctly.** If you are having trouble uploading your assignment, you must contact CLEAR using the information provided above. **Each student is responsible for ensuring that 1) their file uploaded correctly, 2) their file is compatible with the system, and 3) their file is within file size restrictions.**

2. Assignment due dates will be available on the course calendar. Late assignments are downgraded by 30%. After one calendar day (24 hours) assignments are no longer accepted for credit. There will be no exceptions. This
includes assignments that did not upload correctly to Canvas, as it is ultimately the student’s responsibility to make sure submissions were successful.

3. **Weekly logs are not accepted late.** They must be submitted on time in order to receive credit. Because weekly logs inform the instructor about your internship work, all weekly logs must be submitted, even if they are late and no longer worth credit.

4. Students have one week from the date assignment grades are released to follow-up on grades. After one week, assignment grades stand and appeals will not be considered.

5. Do not send assignments/hours documentation that are photographed from your cell phone. They will not be accepted. **Items should be scanned and saved as PDFs, not photographed.**

**Assessment:**

1. Internship is an experience requiring work related assignments. These assignments are designed to give students a greater insight into the merchandising industry and better prepare them to assume a position upon graduation. All reports and assignments will be retained by the instructor.

2. Students are expected to exhibit the same level of responsibility and dependability on completing their class work as toward their internship projects. The student must also receive a satisfactory rating on both evaluations from their supervisor in order to pass the course.

3. The final semester grade will be determined as follows: A = 90=100%, B = 80-89%, C = 70-79%, D = 60-69%, F = below 60%.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Registration Form</td>
<td>5</td>
<td>Friday, January 17, 11:59pm</td>
</tr>
<tr>
<td>Safety Form</td>
<td>5</td>
<td>Friday, January 17, 11:59pm</td>
</tr>
<tr>
<td>Class Attendance (1 required meeting)</td>
<td>30</td>
<td>Tuesday, January 14, 6-8pm, Sage Hall 354 (All Resident Interns)</td>
</tr>
<tr>
<td>Weekly Time Logs (15)</td>
<td>150</td>
<td>Due online every Tuesday starting January 21, 11:59pm</td>
</tr>
<tr>
<td>Job Objectives Assignment</td>
<td>50</td>
<td>Tuesday, January 28, 11:59pm</td>
</tr>
<tr>
<td>Employer Midterm Evaluation</td>
<td>100</td>
<td>Tuesday, March 17, 11:59pm</td>
</tr>
<tr>
<td>Professional Updates Packet</td>
<td>100</td>
<td>Tuesday, April 21, 11:59pm</td>
</tr>
<tr>
<td>Employer Final Evaluation</td>
<td>100</td>
<td>Tuesday, May 5, 11:59pm</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>540</td>
<td></td>
</tr>
</tbody>
</table>

**Academic Advising:**

1. All students should meet with their Academic Advisor at least one time per semester (Fall and Spring) to update your degree plan regularly to stay on track for a timely graduation. All new freshman and transfer students are REQUIRED to meet with their Academic Advisor for their first 2 semesters to receive an advising code to register for classes for the next semester.

2. CMHT students are expected to meet all prerequisites for the courses in which they are registered.

3. Advisors help you sequence courses correctly for an “on time” graduation. Ultimately, it is a student’s responsibility to ensure they have met all prerequisites before enrolling in a class. A prerequisite is a course or other preparation that must be completed before enrollment in another course. All prerequisites are included.
Students who have not met prerequisites will not be allowed to remain in a course. Once classes begin, students often have few, if any, options for adding a different course, which can be an issue for financial aid.

4. Any transfer course(s) from another institution must receive prior approval from your CMHT Academic Advisor to ensure that the course(s) will be applicable to your degree plan at UNT.

5. For additional information regarding requirements and policies, refer to the 2019-2020 UG Catalog. Students may also contact the advising office in Chilton Hall 385 at 940-565-4635.

**Financial Aid Satisfactory Academic Progress (SAP) – Undergraduates:**

1. A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 2.0 cumulative GPA and successfully completing the required number of credit hours based on total registered hours per semester. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose financial aid eligibility.

2. A decision to drop a course may affect your current and future financial aid eligibility. Visit [http://financial.aid.unt.edu/satisfactory-academic-progress-requirements](http://financial.aid.unt.edu/satisfactory-academic-progress-requirements) for more information about financial aid Satisfactory Academic Progress.

3. Talk to your academic advisor or Student Financial Aid if you are thinking of dropping a course. Speak with the course instructor to discuss any possible options to be successful in the course before dropping. Meeting the deadlines for dropping a course are the student’s responsibility.

4. **After the 12th class day, students cannot drop a course online** through the my.UNT Student Portal. Please see the instructions for dropping a class here: [https://registrar.unt.edu/registration/dropping-class](https://registrar.unt.edu/registration/dropping-class)

**Office of Disabilities Accommodations:**

The University of North Texas and the College of Merchandising, Hospitality and Tourism make reasonable academic accommodations for students with disabilities. Students seeking accommodations must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation in each class. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at [http://www.unt.edu/oda](http://www.unt.edu/oda). You may also contact them by phone at 940-565-4323.

**Course Safety Statements:**

Students are urged to use proper safety procedures and guidelines. In lab sessions, students are expected and required to identify and use proper safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students should be aware that the University of North Texas is not liable for injuries incurred while students are participating in class activities. All students are encouraged to secure adequate insurance coverage in the event of accidental injury. Students who do not have insurance coverage should consider obtaining Student Health Insurance. Brochures for this insurance are available in the UNT Health and Wellness Center on campus. Students who are injured during class activities may seek medical attention at the UNT Health and Wellness Center at rates that are reduced compared to other medical facilities. If you have an insurance plan other than Student Health Insurance at UNT, please be sure that your plan covers treatment at this facility. If you choose not to go to the UNT Health and Wellness Center, you may be transported to an emergency room at a local hospital. You are responsible for expenses incurred there.

**Academic Dishonesty:**

Academic dishonesty includes, but is not limited to, the use of any unauthorized assistance in taking quizzes, tests, or exams; dependence upon the aid of sources beyond those authorized by the instructor, the acquisition of tests
or other material belonging to a faculty member, dual submission of a paper or project, resubmission of a paper or project to a different class without express permission from the instructors, or any other act designed to give a student an unfair advantage. Plagiarism includes the paraphrase or direct quotation of published or unpublished works without full and clear acknowledgment of the author/source. Academic dishonesty will bring about disciplinary action which may include expulsion from the university. See UNT policy: https://policy.unt.edu/policy/06-003. In the event that it is determined a student has engaged in a form of academic dishonesty, that student will receive partial or no credit for the assignment depending on the level of academic dishonesty that has occurred. Also, the student will receive a sanction that will be reported to the UNT Dean of Students Office and the Office of Academic Integrity.

**Expected Student Behavior:**

Student are expected to be respectful of other students, guests, and faculty. Behavior that interferes with an instructor’s ability to conduct a class or other students’ opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom, and the instructor may refer the student to Dean of Students to consider whether the student’s conduct violated the Code of Student Conduct. The university’s expectations for student conduct apply to all instructional forums, including university and online classrooms, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.deanofstudents.unt.edu.

The College of Merchandising, Hospitality and Tourism requires that students respect and maintain all university property. Students will be held accountable for any intentional damages they cause in classrooms. Disruptive behavior is not tolerated (e.g., arriving late, leaving early, sleeping, texting, answering the phone, making inappropriate comments, dressing inappropriately).

Laptops are permitted in the classroom and students are expected to use them responsibly. If the situation arises that students are using laptops for non-class related activities, laptops will no longer be permitted for the entire class for the remainder of the semester.

**Student Resources:**

The University has a number of resources that can be useful if you find yourself in need of help. Faculty and advisors can help direct you to resources; please note that any reports of sexual harassment, sexual assault, dating violence, or stalking must be reported to the UNT Dean of Students, per Texas law. Some resources you might consult are:

<table>
<thead>
<tr>
<th>Resource</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNT Police</td>
<td>940-565-3000</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>940-565-2648 or 940-565-2039</td>
</tr>
<tr>
<td>Counseling and Testing</td>
<td>940-565-2741</td>
</tr>
<tr>
<td>Student Health and Wellness Center</td>
<td>940-565-2333</td>
</tr>
<tr>
<td>Office of Disability Access</td>
<td>940-565-2333</td>
</tr>
<tr>
<td>Housing and Residence Life</td>
<td>940-565-2610</td>
</tr>
<tr>
<td>Substance Use and Resource Education Center</td>
<td>940-565-3177</td>
</tr>
<tr>
<td>Veterans Center</td>
<td>940-369-8021</td>
</tr>
<tr>
<td>Denton County Friends of the Family</td>
<td>940-387-5131</td>
</tr>
<tr>
<td>National Suicide Hotline</td>
<td>1-800-273-TALK</td>
</tr>
</tbody>
</table>

**Access to Information:**

Your access point for business and academic services at UNT occurs within the my.unt.edu site, www.my.unt.edu, and EagleConnect is the official method of communication for UNT. If you do not regularly check EagleConnect or link it to your favorite e-mail account, please do so to learn about job and internship opportunities, CMHT events, scholarships, and other important information. The website that explains Eagle Connect and how to forward your email is: http://it.unt.edu/eagleconnect.

**Student Perceptions of Teaching (SPOT):**
The Student Perceptions of Teaching (SPOT) is a requirement for all organized classes at UNT. This short survey at the end of the semester gives students the opportunity to comment on how the course is taught. Student feedback is important and is essential as we strive for excellence.

**Important Notice for F-1 Students Taking Distance Education Courses:**

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in multiple on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student’s responsibility to do the following:

1. Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
2. Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Advising Office. The UNT International Advising Office has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, students should contact the UNT International Advising Office (telephone 940-565-2195 or email international@unt.edu) to get clarification before the one-week deadline.

**Academic Organizational Structure:**

Understanding the academic organizational structure is important when resolving class-related or advising issues. When you need problems resolved, please follow the step outlined below:

1. **Individual Faculty Member/Advisor**
2. **Department Chair**
3. **Associate Dean, College of Merchandising, Hospitality, & Tourism**
4. **Dean, College of Merchandising, Hospitality, & Tourism**

**Emergency Notification and Procedures:**

UNT uses a system called Eagle Alert to quickly notify you with critical information in an event of emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). The system sends voice messages (and text messages upon permission) to the phones of all active faculty, staff, and students. Please make certain to update your phone numbers at www.my.unt.edu. Some helpful emergency preparedness actions include: ensuring you know the evacuation routes and severe weather shelter areas, determining how you will contact family and friends if phones are temporarily unavailable, and identifying where you will go if you need to evacuate the Denton area suddenly. In the event of a university closure, class information will be disseminated via Canvas and course instruction will continue online if possible.

**Career Resources:**

1. For one-on-one help with your resume or other job-search skills, Ms. Janice Lader will have office hours in Chilton 388 on Tuesday and Wednesday afternoons from 2:00 to 4:00. Additional appointments are available in the Career Center if your schedule does not allow you to meet with her during these times.
2. The Career Center is currently located in Chestnut Hall (just across the street from Chilton), and will be moving to Sage Hall sometime this year. They provide free help with resumes, interview skills, business cards, professional portraits, etc. They also host several recruiters throughout the year and host job fairs.
3. **Internship / Career Industry Contact Opportunities**
- In the fall semester, watch for information about the Executive in Residence (EIR) Lecture. This is an opportunity to hear about innovative industry and network with CMHT Board members and speakers.
- Also in fall, look for the MDR Career Expo, which provides opportunities to talk with recruiters and maybe interview on the spot! There may also be an opportunity to have lunch with recruiters.
- CMHT Student organizations bring industry opportunities to campus in their monthly or bi-monthly meetings. Join them and participate!
- We sometimes have an Industry Partner of the Day set up in the hallway near the advising offices. These may be publicized in your classes and are posted on the bulletin board in the Chilton hallway.

4. **Online Job Board and Social Media Sites**
   - [https://cmht.unt.edu/jobs](https://cmht.unt.edu/jobs)
   - Facebook CMHT Careers Group - [https://www.facebook.com/groups/CMHTCareers/](https://www.facebook.com/groups/CMHTCareers/)
   - LinkedIn - [https://www.linkedin.com/in/unt-cmht-2023b8173/](https://www.linkedin.com/in/unt-cmht-2023b8173/)
   - Twitter - @UNTCMHT
   - Facebook Social Site - @UNTCMHT and @UNTHTM
   - Instagram - @untcmht

**IT Student Resources:**

1. **CMHT-IT Services Student Laptop Checkout Information**
   - The CMHT-IT Services desk located on the 3rd floor of Chilton Hall outside room 386 will have Dell laptops available for checkout for all UNT students. These laptops and the CMHT-IT Services desk will be available during the following hours:
     - Monday: 7:30AM – 9:30PM
     - Tuesday: 7:30AM – 9:30PM
     - Wednesday: 7:30AM – 9:30PM
     - Thursday: 7:30AM – 9:30PM
     - Friday: 7:30AM – 5:00PM
   - These Dell laptops can be checked out at any point during the above hours and must be returned on the same business day to the CMHT-IT Services personnel. These laptops must remain on campus and will **not** save your data. So be sure to use a USB or email yourself to save your work!
   - For more information, please stop by the CMHT-IT Services desk or visit: [https://itservices.cmht.unt.edu](https://itservices.cmht.unt.edu/) or call (940) 565-4227.

2. **CMHT Student Computer Lab**
   - Located on the 3rd floor of Chilton Hall, technology classroom 388 will be open for students as a computer lab Monday - Friday between the hours of 8:00AM – 11:00AM and from 2:00 PM to 5:00PM. In this computer lab, please take advantage of the space for your study time, group projects, tutoring or printing needs.

3. **CMHT Virtual Lab**
   - UNT Students currently enrolled in a CMHT course have access to the CMHT Virtual Lab provided by VMware Horizon View virtual desktop system. This is useful if your course requires specific software and you need access to the software on your personal machine. You can find more information and installation steps here: [https://itservices.cmht.unt.edu/labs](https://itservices.cmht.unt.edu/labs). The CMHT-IT Services desk can assist you with installing the VMware client on your personal machine. Please see above hours of operation for our IT services desk.
### Important Spring 2020 Dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 13</td>
<td>First day of classes</td>
</tr>
<tr>
<td>January 17</td>
<td>Last day for change of schedule other than a drop. (Last day to add a class.)</td>
</tr>
<tr>
<td>January 20</td>
<td>MLK Day – No classes, UNT is closed</td>
</tr>
<tr>
<td>January 27</td>
<td>Census date – Students cannot be added to a course for any reason after this date.</td>
</tr>
<tr>
<td>March 9-13</td>
<td>Spring Break – No classes, UNT is closed</td>
</tr>
<tr>
<td>March 30</td>
<td>Last day for a student to drop a course and receive a W.</td>
</tr>
<tr>
<td>April 29-30</td>
<td>Pre-finals days</td>
</tr>
<tr>
<td>April 30</td>
<td>Last class day</td>
</tr>
<tr>
<td>May 1</td>
<td>Reading day – No classes</td>
</tr>
<tr>
<td>May 2-7</td>
<td>Final Exams <em>(Exams begin on Saturday)</em></td>
</tr>
<tr>
<td>May 7-10</td>
<td>Commencement ceremonies</td>
</tr>
</tbody>
</table>